

# Muhammad Zahid

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## Personal statement

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Seeking suitable job position at a reputed organization to implement my advanced communication skills, managerial and organizational skills along with administrative knowledge. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

## Key Skills

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- Ability to negotiate and communicate successfully
- Customer service skills
- Basic computer skills
- Ability to make effective decisions
- Time management

## Employment History

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### HR and Administration Trainee, OBOX Accounting, Islamabad

*(August 2022 – Present)*

Achievements and responsibilities:

- Managing Attendance Sheets
- Resolving daily basis administration issues
- Conducting Phone Interviews

### Customer Service, Safezone International Solar Firm, Peshawar

*(November 2021 – May 2022)*

Achievements and responsibilities:

- Greetings Customers
- Coordination with Tele Sales Team

### Intern, Pakistan Citizen Alliance, Lahore

*(October 2007 – May 2010)*

Achievements and responsibilities:

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- Fund Raising Campaigns
- Outdoor Activities

## Education

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### University of the Punjab, Lahore

*(September 2016 – September 2020)*

Bachelors in Management

- Human Resource Management
- Administration Management
- Supply Chain Management

### Peshawar Model Degree College, Peshawar

*(September 2013 – September 2015)*

Intermediate

- Biology
- English
- Chemistry

### Peshawar Model School, Charsadda

*(September 2011 – September 2013)*

Matriculation

- Biology
- English
- Chemistry

## Hobbies & Interests

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I am an active member of blood donation society. I have been involved with this society for 2 years. I love spending time with friends and family.

## References

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References are available upon request.